



# **MENTALLY ILL OFFENDER CRIME REDUCTION GRANT PROGRAM**

## **FREQUENTLY ASKED QUESTIONS MIOCR GRANT REAPPLICATION AND CONTRACT DEVELOPMENT PROCESSES**

### **Grant Reapplication Process**

#### **1. When and how will the CSA send the reapplication to grantees?**

CSA staff anticipates completing the reapplication form by the end of January. As soon as it is finished, we'll email the reapplication to grantees (Sheriffs or Director of Correction/s or Chief Probation Officers) and copy all designated Project Directors and Financial Officers for the grant on this email.

#### **2. What information will be required of grantees in the reapplication for 2008-09?**

The reapplication will consist of three sections: 1) Grantee Information (similar to the "face sheet" for the original RFP); 2) Project Information (a few questions about the status of your project and your plans for 2008-09); and 3) Budget Information (line item totals, line item details and justification for funding request, all of which will be similar to the budget section of the original RFP).

#### **3. Can grantees modify/enhance their current projects in 2008-09?**

Yes, as long as any proposed changes are consistent with the intent of the original proposal.

#### **4. How much funding can grantees request for 2008-09?**

As indicated in the original RFP, grantees will be eligible to request up to their current grant amount. However, the amount requested by grantees must be justified in the reapplication and the amount awarded will be contingent upon approval of the reapplication by CSA staff and the availability of funds.

#### **5. What factors will CSA staff take into consideration when determining how much funding grantees will receive for 2008-09?**

Generally speaking, CSA staff will take the following into consideration:

- a) Are grantees in compliance with contractual requirements regarding submission of quarterly invoices, monthly data reports and semi-annual progress reports?
- b) Are grantees on track to expend their original grant amount by June 30, 2008? If not, what factors contributed to decreased expenditures and how have those issues been addressed?
- c) How do grantees intend to expend the requested funds (i.e., line item details)?
- d) Why do grantees believe they will expend the full amount they are requesting for the 12-month period beginning July 1, 2008?

In addition, while CSA staff hopes that sufficient funds are available in the final 2008-09 budget to fully fund all grants at their requested amount, it is possible that this may not be the case. In the event that less funding is available, staff will need to adjust the grant amounts for the 2008-09 contracts. While we have not yet determined the specifics of adjustments that might be needed, our goal would be to undertake this task in a manner that is fair and equitable for grantees.

**6. Will grantees be obligated to provide the same percentage of local match in the contract for 2008-09 as they are obligated to provide in the current contract?**

Not necessarily. Pursuant to the direction of the MIOCR Executive Steering Committee and CSA Board, all grantees will be required to provide a match of 25% of the grant amount for 2008-09. This is the same percentage that CSA staff urged all grantees to use during the competitive RFP process; however, a handful of grantees chose to include a much higher percentage in their original grant proposal. While these grantees are obligated in the current contract to provide that higher percentage, they will have an opportunity in the funding reapplication to lower their obligated match to 25% of the grant amount.

**7. Will there be any page limitation requirements like with the first RFP?**

No. The reapplication will be a fill-in form similar to the original RFP; however, this time around, there will be no limit on the number of pages that may be submitted.

**8. When and how will grantees be required to submit the reapplication for 2008-09?**

CSA staff hopes to receive completed grant reapplications by the end of March 2008 in order to complete the contract development process as quickly as possible once the Governor signs the new state budget. Please keep in mind that submitting a grant reapplication does not bind the county or the CSA to any contractual obligations, so there is no reason to delay this important step in the process. Reapplications must be emailed to the CSA staff person who is assigned to the county (Lynda Frost or Helene Zentner).

**9. When and how will CSA staff notify grantees about the results of the grant reapplication process?**

CSA staff anticipates completing the review and any needed follow-up with grantees within two to three weeks of receiving the reapplication, so the earlier reapplications are submitted the sooner grantees will be notified of the results. In order to ensure that contracts are finalized in a timely fashion, our goal is to complete the reapplication review process by the end of May. CSA staff will notify grantees by email when the grant reapplication is approved (and copy Project Directors and Financial Officers on this email). If requested, CSA staff will send an official letter to the grantee regarding approval of the grant reapplication.

**Contract Development Process**

**10. What will the contract between the CSA and grantee consist of?**

The Grant Agreement between the CSA and the county is the State of California's Standard Agreement (STD 213) and is comprised of the following components: 1) cover page for STD 213 (this is what must be signed and returned by grantees); 2) Sections 1 through 6 (these cover basic grant requirements and include a provision that the Grant Agreement is valid and enforceable only if sufficient funds are made available by the Legislature); 3) Exhibit A (Grant Agreement Standard Conditions); 4) Exhibit B (Project Budget); and 5) Exhibit C (General Terms and Conditions, as required by state law). In addition, the original grant proposal and the grant reapplication will be incorporated by reference.

**11. Will the CSA require a new resolution from the county Board of Supervisors for this contract?**

Yes. State law requires a resolution for each contract with a local public entity, and the CSA must retain a copy of that resolution in the contract file.

**12. When and how will CSA staff send the contract documents to grantees?**

Shortly after CSA staff approves the grant reapplication, we will email the contract documents to grantees and copy Project Directors and Financial Officers on the email so they know the documents have been sent and can follow up as needed. In order to give grantees sufficient time to review the contract and enable the CSA to complete the contract development process as soon as possible following enactment of the 2008-09 budget, we anticipate sending contract documents to grantees by the end of June 2008.

**13. When and how will grantees submit the contract documents to the CSA?**

After reviewing the entire contract document, grantees will print four copies of the STD. 213 Standard Agreement (first page of the contract document), sign and date all four copies of the STD. 213 (in blue ink) and return all four signed hard copies as soon as possible (ideally, in May and June). Grantees must also submit a hard copy of the resolution from the Board of Supervisors. Please keep in mind that submitting the contract documents does not bind the county to any contractual obligations, because the CSA's authorized officer cannot sign the contract until the Governor signs the budget and will only do so if it includes sufficient funds to honor the contract amounts.

**14. What happens if the resolution from the Board of Supervisors is delayed?**

CSA staff understands that it may take additional time to secure a resolution; however, grantees should submit the signed contract documents even if the resolution is pending, as this will facilitate the process of finalizing contracts after the budget is signed into law (CSA's authorized officer must wait until the budget becomes law before signing the contract documents submitted by grantees). Although the CSA cannot process invoices until we receive the Board of Supervisors' resolution, funds for the contracts can be encumbered without the resolution.

**15. What happens if the 2008-09 state budget does not include sufficient funds to process the contract documents submitted to the CSA?**

In this event, CSA staff will work expeditiously to adjust the grant amounts for 2008-09 to the amount of available funds and will email revised contract documents to grantees.

**16. Will grantees receive a copy of the fully executed contract?**

Yes. However, the CSA must have the Board of Supervisors' resolution on file in order to fully execute a contract, even if the funds for that contract have been encumbered. After CDCR encumbers the funds and the resolution is received, CSA staff will mail an original copy of the fully executed contract to the grantee (Sheriff, Director of Correction/s or Chief Probation Officer). Upon request, a photocopy of the contract will be mailed to the designated Project Director.

**17. Can grantees roll over unexpended grant funds into the new contract?**

No. Unspent state grant funds may not be carried over to the new contract. However, if the worst case scenario were to occur – namely, that the 2008-09 budget does not end up including any appropriation for the MIOCR grants – CSA staff would have the option of extending the current contracts through September 30, 2008. This would give grantees an additional three months to expend any unspent funds from the original contract.